

APPENDIX E-230 P

ACTIVE/INACTIVE PURCHASE REQUEST FILE INQUIRY BY CRT REMOTE (VERB SPHD)

1. FORM USED

None. If inquiry to the CRT is to be accomplished by a person other than the final user, use blank paper instead of a particular form. Specific inquiry data elements are outlined in paragraph 4 below.

2. REASON/CRITERIA FOR PREPARATION

To obtain current status of an active/inactive Purchase Request file by purchase request (PR) and/or PR line item.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

- a. Requisition Processing Branch/ESOC.
- b. Commodity Branches.

4. PROCEDURES/INSTRUCTIONS FOR PROCESSING

a. Action:

- (1) Key in verb SPHD, (comma).
- (2) Depress ENTER.

b. Response: Input screen will be displayed with the cursor placed in the first field position to be entered.

c. Action: Key in data elements as follows:

- (1) PR NUMBER - Enter purchase request number.
- (2) OUTPUT MODE - Enter code 1 (CRT display only), 2 (printout only), 3 (CRT display and printout), 4 (will release a YPH-D transaction into the SAMMS system) or leave blank. (If blank, will default to Mode 1.)
- (3) PRINTER ID - Enter printer identification (ID) number or leave blank. (If blank, will default to printer with last 2 positions of ID equal to last 2 positions of CRT ID.)
- (4) SOURCE CODE - Enter Directorate (e.g., O, P, S) and ORC of individual making inquiry or leave blank.
- (5) PRLI(s) - Key in up to 5 PR line item numbers beside items 5A through 5E. If no PRLI is entered, the entire PR will be displayed.
- (6) Depress ENTER.

d. Response: A successful entry will result in a display of data elements as listed in subparagraphs 5a and b below. An invalid entry will result in display of an error response at the bottom of the screen as noted in subparagraph 5c below.

5. SCREEN RESPONSE DATA ELEMENTS

a. The following data will appear on the screen/printout for STOCK REPLENISHMENT PRs (see subparagraph 5b for DIRECT DELIVERY PR explanation):

- (1) TIME - Time of inquiry.
- (2) DATE - Date of inquiry.
- (3) PAGE - Report page number.
- (4) TITLE - Title of report.
- (5) SOURCE - Directorate (e.g., O, P, S) and ORC of person making inquiry.
- (6) PR NUMBER - Purchase Request number.
- (7) SIS BASE PRICE - Shipping Instruction Sheet Base Price.
- (8) REISS DATE - Reissue Date.
- (9) SIS STAT - SIS Status.
- (10) RFQ/CALL NO. - Request for Quotation/Call Number.
- (11) SMCC - Selected Management Category Code.
- (12) EVENT - Event Code indicating where PR is charged to.
- (13) EVENT DATE - Date indicating when PR was charged to a particular office.
- (14) EVENT AGE - Number of days PR has been charged.
- (15) STAGE - Status of the PR (whether solicited, unsolicited, etc.).
- (16) AGE IN STAGE - Number of days PR has been in a particular stage.
- (17) PRI CAT - Priority Category Code.
- (18) AMC/AMSC - Acquisition Method Code/Acquisition Method Suffix Code.
- (19) REFER - Referral Type - Automatic or Manual.
- (20) VENDOR - Self-explanatory.
- (21) PR RETURNED DATE - Date purchase request was returned.
- (22) TO - Purchase request Returned to Code.

- (23) REASON - Reason for return (Locally developed).
- (24) REINSTATE DATE - Date purchase request reinstated.
- (25) PGC - Procurement Group Code.
- (26) TLR - Type Logistic Reassignemnt Code.
- (27) WSC - Weapon System Code for Consumable Item Transfer (CIT) items only.
- (28) LINE - Purchase request line item number.
- (29) QUANTITY - Purchase request quantity.
- (30) U/I - Unit of Issue.
- (31) STD U/P - Field will reflect the Acquisition Unit Cost.
- (32) FCC - Funds Classification Code.
- (33) STOCK NUMBER - National Stock Number or Part Number.
- (34) S/P - Stock or Part Number Indicator.
- (35) IMC - IM Output Routing Code.
- (36) O/P - Ownership/Purpose Code.
- (37) COND - Condition Code.
- (38) W/S - Weapons System Indicator Code.
- (39) SPC - Source of Procurement Code.
- (40) AAC - Acquisition Advice Code.
- (41) B/O - Backorder Code.
- (42) N/E - (NMCS/ANMCS) Not Mission Capable Supply Code.
- (43) WEIGHT - Self-explanatory.
- (44) CUBE - Self-explanatory.
- (45) OPEN/CLS - Open/Close Date of the solicitation.
- (46) SOLICIT - Solicitation Date.
- (47) PDC - Procurement Document Code.
- (48) PROJ - Project Code.
- (49) RDD - Required Delivery Date.
- (50) CANX RSN - Cancellation Reason Code.

- (51) CANX DT - Date the PRLI was canceled.
- (52) CANX IND - Cancellation Indicator Code.
- (53) CANX QTY - Canceled Quantity.
- (54) BRANCH - Procurement/Supply.
- (55) BUYER - Buyer Code/Item Manager Code.
- (56) CHG PENDING - Change pending in cycle but hasn't posted to file.
- (57) LOC - Routing Identifier Code of Storage Location.
- (58) E/W - East/West Indicator.
- (59) PMIC - Precious Metals Indicator Code (see appendix A-40).
- (60) GFM - Government Furnished Materiel Code.
- (61) GFM COST - Government Furnished Material Cost.
- (62) MANF COST - Manufacturers Cost.
- (63) REP - Representative Buy Code.
- (64) O/S DT - Out of Stock Date.
- (65) SAC - Special Annotation Code.
- (66) STUDY/RB - Study Generation Date of Recommended Buy.

b. DIRECT DELIVERY PRs:

- (1) TIME - Time of inquiry.
- (2) DATE - Date of inquiry.
- (3) PAGE - Report page number.
- (4) TITLE - Title of report.
- (5) SOURCE - Directorate (e.g., O, P, S) and ORC of person making inquiry.
- (6) PR NUMBER - Purchase Request number.
- (7) SIS BASE PRICE - Shipping Instruction Sheet Base Price.
- (8) REISS DATE - Reissue Date.
- (9) SIS STAT - SIS Status.
- (10) RFQ/CALL NO. - Request for Quotation/Call Number.
- (11) SMCC - Selected Management Category Code.

- (12) EVENT - Event Code indicating where PR is charged to.
- (13) EVENT DATE - Date indicating when PR was charged to a particular office.
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- (25) PGC - Procurement Group Code.
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- (27) WSC - Weapon System Code for Consumable Item Transfer (CIT) items only.
- (28) LINE - Purchase request line item number.
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- (31) STD U/P - Field will reflect Acquisition Unit Cost.
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- (36) O/P - Ownership/Purpose Code.
- (37) COND - Condition Code.
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- (39) SPC - Source of Procurement Code.
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- (53) CANX QTY - Canceled Quantity.
- (54) BRANCH - Procurement/Supply.
- (55) BUYER - Buyer Code/Item Manager Code.
- (56) CHG PENDING - Change pending in cycle but hasn't posted to file.
- (57) REQUISITION NUMBER - Self-explanatory.
- (58) SUP/ADR - Supplementary Address.
- (59) SIG - Signal Code from requisition.
- (60) FUND - Requisition Fund Code.
- (61) DIST - Requisition Distribution Code.
- (62) REQN DIC - Requisition Document Identifier Code.
- (63) PRI - Requisition Priority Code.
- (64) A/S - Requisition Advice/Status Code.
- (65) EI/CD - Exception Information Code.

c. When an error condition reply is provided, compare keyed input with the inquiry request and reinput correct inquiry as required. Following are examples of error messages which will occur.

ERROR MESSAGE

EXPLANATION AND/OR ACTION

DATA ERRORS IN ITEM (e.g., 1)

Correct data and reenter or
return to originator.

PR NUMBER UNMATCHED TO IPRF

PR number does not match a record in the
active/inactive PR File. Check for
obvious errors in the PR number, correct
and reenter or return to originator.

6. DISPOSITION OF FORM AFTER FINAL ACTION

Originating personnel will use the computer generated response to
inquiry for the purpose intended.